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## SEVP Portal Account Overview

The Student and Exchange Visitor Program (SEVP) Portal is an important tool that lets international students on post-completion optional practical training (OPT) and science, technology, engineering, and mathematics (STEM) OPT meet their legal reporting requirements. In the SEVP Portal (Portal), students in F-1 or M-1 status can:

- Update their physical home address.
- Update their mailing addresses.
- Update their telephone numbers.
- Update employer information.
- Monitor their employment authorization.

The Portal shares information with the Student and Exchange Visitor Information System (SEVIS), but does not give students direct access to SEVIS. The Portal does not remove the need for a student to work with a designated school official (DSO) at the student's school.

Only students with approved post-completion OPT or STEM OPT can create Portal accounts. There are four basic steps for creating an account in the SEVP Portal.

Step	Player	Action
<b>Step 1</b>	SEVIS	<p>When the status of an OPT request in SEVIS is "Approved" and the OPT is active, SEVIS sends to the SEVP Portal your following OPT-related data:</p> <ul style="list-style-type: none"><li>• SEVIS ID</li><li>• Email address</li><li>• Name and Date of Birth</li><li>• U.S. address and telephone</li><li>• Information on your OPT authorization:</li><li>• Employer information</li></ul>



Step	Player	Action
Step 2	Portal	Portal emails the student with instructions for creating their Portal account: <ul style="list-style-type: none"><li>• Email contains a link the student must use to create the account.</li><li>• Link is unique to the student.</li><li>• Link is valid for 14 days, beginning with the day the email is sent.</li></ul>
Step 3	Student	<ul style="list-style-type: none"><li>• Clicks the link.</li><li>• Creates a password.</li></ul>
Step 4	Portal	Establishes the account.

## Create a Portal Account

To create your initial SEVP Portal account:

1. If your OPT has been approved and is active, check your email inbox for an email notice that includes a link to the SEVP Portal registration pages. You can recognize the email by the sender and subject lines:
  - **Sender:** [do-not-reply.SEVP@ice.dhs.gov](mailto:do-not-reply.SEVP@ice.dhs.gov)
  - **Subject line:** Optional Practical Training Approval – the next step. Create an SEVP Portal account.



The only way to get to the Portal registration pages is to use the link in the email



If you do not receive your notification email:

- Check your spam or junk mail folder.
- Contact your DSO to confirm that the correct email address is in your SEVIS record.
- Contact your DSO who can submit a request in SEVIS to have the email sent again.

2. Click the link in the email. The initial *Register* page in the SEVP Portal registration process opens.



You can only use the link once. . The link in the email is good for only 14 days. The day the email was sent counts as the first day the link is valid.If you are unable to start the registration process, ask your DSO to have the notice sent again.



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## Register

SEVIS ID

Submit

3. Enter your SEVIS ID. You can find your SEVIS ID in the top left corner of your Form I-20, below the words "Department of Homeland Security." (Refer to the sample Form I-20 ([https://studyinthestates.dhs.gov/sites/default/files/I-20\\_Active.pdf](https://studyinthestates.dhs.gov/sites/default/files/I-20_Active.pdf)))




- Be careful. If you enter your SEVIS ID wrong three times, you will be locked out.
- Contact your DSO, if you get locked out. Your DSO can log in to SEVIS to submit a request to unlock your account.

4. Click **Submit**. The next *Register* page opens to create your password.



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---

## Register

### Info

- Passwords must be a minimum of 12 characters in length.
- Passwords must be updated every 90 days.
- Users may not re-use the previous eight passwords.
- Passwords must contain at least one alpha, one numeric and one ([`~!@#\$%^&\*()-\_+=,;?:'/{<>|]) character.
- Passwords may not be the same as, or contain, the SEVIS ID.
- Passwords are case sensitive.

### Welcome [Name] [Email]

sevis@sevis.com

Password

Confirm Password

**Create Account**

The page displays your name and email address. The Portal does not give you access to SEVIS itself.

5. Enter a password.



The password must meet the criteria on the page.

6. Confirm the password.
7. Click **Create Account**. The Portal opens the *Log in* page and displays a success message.



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## Sign In

**Success**  
Successfully registered, please sign in

Attention: Only students who have OPT approved may use the SEVP Portal. You must create an account and set a password before using this log in page. Go to [Batal Help](#) for more information.

Email

Password

[Login](#) [Reset Password](#)

This system supports the following browsers: IE11 and above, Mozilla 38 and above, Google Chrome Version 53.0.2785.116 m and above, Safari OS X and above

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## Emails from the SEVP Portal

The Portal will only send emails related to your portal account. The sender of the email is [do-not-reply.SEVP@ice.dhs.gov](mailto:do-not-reply.SEVP@ice.dhs.gov). Access to the Portal is free. You should not get any emails from the Portal asking you for money.

## System Security

You must keep your SEVP Portal account secure. Do not share your password. If you believe someone has learned your password or used your account, change your password. Report this to SEVP at 1-800-892-4892.



## Using the SEVP Portal

To use the SEVP Portal, you need to know how to:

- Log in
- Log out
- Access Portal pages
- Use Portal features
- Unlock a locked account
- Get help
- Reset your password



You also need to know [how idle time](#) affects your account.


## Log In to the SEVP Portal

To log in to the SEVP Portal:

1. Go to the [SEVP Portal Log In](#) page.



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## Sign In

Attention: Only students who have OPT approved may use the SEVP Portal. You must create an account and set a password before using this log in page. Go to [Portal Help](#) for more information.

Email

Password

[Login](#) [Reset Password](#)

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2. Enter your:
  - Email address
  - Password
3. Click **Log In**. The *Attestation* page opens.





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**Attestation**


When using the SEVP Portal, providing materially false, fictitious, or fraudulent information may subject you to criminal prosecution under 18 U.S.C.1001. Providing willful misstatements may constitute perjury under 18 U.S.C. 1621. Other possible criminal and civil violations may also apply.

[CONTINUE](#) [CANCEL](#)

4. Click **Continue** to enter *Profile* page in the Portal.
5. Click **Cancel** to return to the *Portal Log In* page.

## Log Out of the SEVP Portal

To log out of the Portal, click the log out link in the upper right-hand corner of the header.

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Gregor Samsa | Portal Help | [Logout](#)

[Profile](#) [Employment](#) [History](#) [Account Management](#)

## Access Portal Pages

The SEVP Portal has four pages:

- **Profile:** Use this page to view or update your contact information.
- **Employment:** Use this page to update your employment information.
- **History:** Use this page to see what has happened to your record.
- **Account Management:** Use this page to change your password.

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[Profile](#) [Employment](#) [History](#) [Account Management](#)



Click on the appropriate link to access the information you want to view or edit.

## Portal Features

The Portal has some features that you will use:

### Expand/Collapse Sections

The Portal has several sections that you can expand to view information or collapse to hide the information. These sections are faintly shaded and feature a plus (+) sign and/or a minus (-) sign.

- **Plus sign:** Expands the section.
- **Minus sign:** Collapses the section.

Employer #:	Employer Name	Date	Errors
722631	Finmec...	7/1/2017 - 6/14/2018	+

To expand a section, click in the shaded area. The Portal will display the hidden fields.



Employer #:	Employer Name	Date	Errors
722631	Finmec...	7/1/2017 - 6/14/2018	-
<input type="checkbox"/> Self Employed			
<b>Employer Name: Required</b> Enter the legal name of the company that hired you.			
<input type="text" value="Finmeccanica"/>			
<b>Employer Address: Required</b> <b>Address:</b> Enter the address where you work. Enter the street address in the top line. Use Address 2 line for the name of the building, if it is normally part of the address. See <a href="https://studyinthestates.dhs.gov">https://studyinthestates.dhs.gov</a> for more details.			
<input type="text" value="320 23rd St S"/>			

To collapse a section, click the shaded area again.

## Action Buttons

The colors of the action buttons in the Portal tell you whether you can take action:

- **Blue background with white text:** Active buttons that you can use.
- **Gray background with black text:** Buttons you cannot use.



Delete Employer Finmeccania

Add Another New Employer

Save



Once you enter all required data in the proper format, the Portal will change the color of the action button to allow you to take the action.

## Error Messaging

The Portal uses different error messages and visual aids to help you enter data correctly. The Portal:

- Displays a red bar on the left margin and outlines the date fields in red while you type dates. This indicates the data is not yet complete.

**Employment Start Date: Required**

Enter the start date for your job with the company that hired you. This date cannot be before your OPT start date.

Month   Day   Year

10   |  

Please enter a complete date

- Outlines each date field in green, once the date is entered. This shows a successful entry of the dates.



**Employment Start Date: Required**

Enter the start date for your job with the company that hired you. This date cannot be before your OPT start date.

Month	Day	Year
10	15	2016

- Displays error messages at the top of the page, when incorrect or incomplete information is submitted.

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Luc Montova | [Portal Help](#) | [Logout](#)

[Profile](#) | [Employment](#) | [History](#) | [Account Management](#)

**Error**  
Failed to Save Changes:  
Address could not be validated. Please select from the suggested addresses below or try again.

- Displays success messages at the top of the screen to reflect a successful submission.

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Atticus Finch | [Portal Help](#) | [Logout](#)

[Profile](#) | [Employment](#) | [History](#) | [Account Management](#)

**Success**  
Successfully Saved Changes!

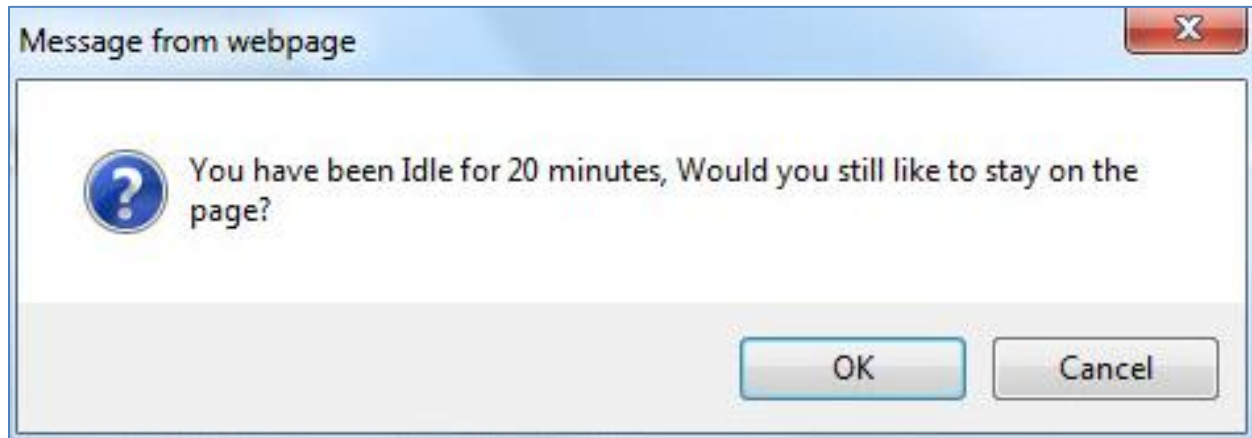
## Employment Authorizations

Save



## Idle Time

After 20 minutes of inactivity, the Portal asks you to confirm that you want to stay logged in.



- Click **OK** to remain logged in.
- If too much time has passed, the Portal will log you out.

## Locked Account

The Portal will lock your account after three failed attempts to log in to the SEVP Portal.



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## Sign In

**Error**  
Your account has been locked, please contact your DSO.

Attention: Only students who have OPT approved may use the SEVP Portal. You must create an account and set a password before using this log in page. Go to [Portal Help](#) for more information.

Email

Password

[Login](#) [Reset Password](#)

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Your DSO can assist you in getting your Portal account unlocked.

If you get locked out of your Portal account:

- Contact your DSO to request assistance in unlocking your Portal account.
- DSO logs into SEVIS and submits a request to unlock your Portal account.
- SEVP Portal sends you an email with a link that will unlock your account. To identify the email to unlock your Portal account, notice the Sender and Subject lines:
  - o Sender: [do-not-reply.SEVP@ice.dhs.gov](mailto:do-not-reply.SEVP@ice.dhs.gov)
  - o Subject line: **Account reset**
- Click the link in the email.



This link is unique. You can only use it once.

- Enter your SEVIS ID.





- Create a new password.

## Getting Help

The [SEVP Portal Help pages](#) of Study in the States provide many resources.


If you need help with your Portal account, call the SEVP Help Desk at 1-800-892-4892.

## Reset Password

If you cannot remember your password:

1. Go to the *SEVP Portal Log In* page.

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### Sign In

Attention: Only students who have OPT approved may use the SEVP Portal. You must create an account and set a password before using this log in page. Go to [Portal Help](#) for more information.

Email

Password

[Login](#) [Reset Password](#)

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2. Click **Reset Password**.





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Email

SEVIS ID

**Update Password** [Cancel](#)

This system supports the following browsers: IE11 and above, Mozilla 38 and above, Google Chrome Version 53.0.2785.116 m and above, Safari OS X and above


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3. Enter your email address.
4. Enter your SEVIS ID.
5. Click **Update Password**. The Portal sends an email with a temporary password.
6. Return to the *SEVP Portal Log In* page.



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 **SEVP Portal | Student and Exchange Visitor Program Portal**

## Sign In

Attention: Only students who have OPT approved may use the SEVP Portal. You must create an account and set a password before using this log in page. Go to [Portal Help](#) for more information.

Email

Password

[Login](#) [Reset Password](#)

This system supports the following browsers: IE11 and above, Mozilla 38 and above, Google Chrome Version 53.0.2785.116 m and above, Safari OS X and above

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7. Enter:

- Your email address
- Temporary password

8. Click **Log In**. The *SEVP Portal Update Password* page opens.



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**Info**

- Passwords must be a minimum of 12 characters in length.
- Passwords must be updated every 90 days.
- Users may not re-use the previous eight passwords.
- Passwords must contain at least one alpha, one numeric and one ([`~!@#\$%^&\*()-\_+=,;?:'"/{}<>[]]) character.
- Passwords may not be the same as, or contain, the SEVIS ID.
- Passwords are case sensitive.

Email

sevis.test2+2@gmail.com

SEVIS ID

N0004816155

Password

Confirm Password

Update Password

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9. Enter:

- Your SEVIS ID
- New Password
- Confirm Password



The password must meet the criteria listed on the *SEVP Portal* update password page.

10. Click **Update Password**. The *SEVP Portal Log In* page opens. You do not get a success message.

## Information Sharing with SEVIS

The Portal and SEVIS regularly share data. Data you enter in the Portal is sent immediately to SEVIS to update your record.

Information comes from SEVIS to the Portal once a day. Any updates of your information in SEVIS will appear in the Portal the next day.

## Address Validation

The Portal will validate addresses you enter. If the Portal cannot verify an address, you will get an error message.



[Publication 28 from the U.S. Postal Service \(USPS\)](#) describes the address standards used by the USPS, including:

- List of state abbreviations (Appendix B)
- List of street abbreviations (Appendix C)
- Guidance on address standardization for state, county and local roads (Appendix F)
- Standards for Puerto Rico and the U.S. Virgin Islands (Appendices I and J)

## Address Does NOT Match

If the system does not recognize your address, you will get an error message at the top of the page telling that your changes failed to save.



### Error

Failed to Save Changes:

Invalid Employer Address for 1234567 - 2

The Portal does not give you any other information. Check your address.

- Be sure you entered your address correctly.



- If you left off a number, the Portal might not recognize it.

If your address is correct and the Portal still does not validate it, contact your DSO. Your DSO can enter the address in SEVIS. Students are not able to override the validation software.

### **Matched Address**

If the Portal recognizes the address, but has a slightly different one in its own records, you will get an error message at the top of the page and some suggestions for how to fix the error.



The screenshot shows the SEVP Portal interface. At the top, there's a header with the U.S. Department of Homeland Security logo, the text "SEVP Portal | Student and Exchange Visitor Program Portal", and user links: "Uriah Heep", "Portal Help", and "Logout". Below the header is a navigation bar with "Profile", "Employment", "History", and "Account Management". The main content area features a red error message box with an exclamation mark icon, stating: "Error Failed to Save Changes: Invalid Employer Address for 726285 - 1. Please select from provided suggestions or try again." Below the error message is the "Employment" section header. Underneath, there's a grey bar indicating "726285 : ACTIVE POSTCOMPLETION 6/15/2017 - 6/14/2018 (1 Employer)".

The screenshot shows the "Employment" section of the SEVP Portal. It contains two main sections: "Employer Name: Required" and "Employer Address: Required". The "Employer Name" section has a text input field with "SEVP Applied Labs" entered. The "Employer Address" section includes "Address Suggestions" with two radio buttons: "126 N Wayne St Apt 5 , Arlington, VA 22201" (selected) and "Re-enter Address manually:". Below this is an "Address:" section with instructions to enter the street address in the top line and use Address 2 for the building name. A text input field contains "126 North Wayne Street Apt. 5". Below that is an "Address 2:" section with the label "Optional" and an empty text input field. The "City:" section has a text input field with "Arlington". The "State:" section has a dropdown menu with "Virginia" selected. The "Zip Code:" section has a text input field with "22201".

- SEVP Portal will suggest an address.
- Click a radio button to select an option:
  - o Select an address to accept the suggested correction.



- o Select **Re-enter Address manually** to accept correct the address you entered. The Portal will not allow students to override the address validation software. If you are unable to enter an address you know is correct, contact your DSO. The DSO can enter the address in SEVIS.



- Tips for entering addresses:
  - o Enter the street address in the first line.
  - o Abbreviate the street.
  - o Do not put periods after the abbreviations.
- Examples:
  - o 126 North Wayne Street should be entered as 126 N Wayne St
  - o Fort Washington Maryland becomes Ft Washington, MD


## Update Your Profile Information

To update your profile information:

1. [Log in to the Portal](#). By default after accepting the attestation, the Portal opens to the *Edit Profile* page.





**SEVP Portal | Student and Exchange Visitor Program Portal**

Luc Montova | [Portal Help](#) | [Logout](#)

[Profile](#) | [Employment](#) | [History](#) | [Account Management](#)

## Profile

**Given Name:**  
Luc

**Surname/Primary Name:**  
Montoya

**Date of Birth:**  
6/1/1990

**Physical Address:** Required

**Address:**  
Enter the address where you live in the United States. Enter the street address in the top line. Use Address 2 line for the name of a company, school, apartment building name, etc., if it is normally part of the address.

8909 Nancy Ln

**Address 2:** Optional

City: Fort Washington State: Maryland

**Zip Code:**  
20744

☐ Add Mailing Address

**Phone Number:**

**U.S. Telephone:**  
Enter your U.S.-based telephone number, if you have one. Include the area code. Format: 1234567890

Country Code: Foreign Telephone:

[Save](#)

- The *Profile* page has four parts:
  - o Read-only biographic information
  - o Your physical address
  - o Your mailing address
  - o Your telephone number





- Page displays the data that is in SEVIS.

## Biographic Information

The Portal displays your name and date of birth, as they are in SEVIS. You cannot edit these fields. Contact your DSO if:

- Your name or your date of birth is incorrect.
- You legally changed your name.

## Physical Address

The Physical Address section displays the address where you live. This information reflects what is in SEVIS.

- Edit this information, if needed:
  - o **Address:** Enter the street address where you live. This is the house number and street name.
  - o **Address 2:** Enter the apartment building name; name of your school, if you live on a campus; etc.
  - o **City:** Enter the name of the city where you live.
  - o **State:** Enter the state in which you live.
  - o **Zip Code:** Enter the zip code for your home address.
- Click the **Add Mailing Address** checkbox, if you want to add a mailing address that is different from your physical address.
- Click the **P.O. Box** checkbox, if your mailing address is a post office box.

## Mailing Address

This section displays any mailing address already in SEVIS. You can add or edit this information:

- **Address:** Enter the first line of the address where you receive mail. This can be a post office (P.O.) box.
- **Address 2:** Enter the second line of the address where you receive mail.
- **City:** Enter the name of the city where you receive your mail.
- **State:** Enter the state in which you receive your mail.
- **Zip Code:** Enter the zip code for your mailing address.



## Phone Number

This section displays any telephone numbers already in SEVIS. You can add or edit this information:

- U.S. telephone number
  - Foreign telephone number
    - o Country code
    - o Telephone
2. Click **Save** to save your *Edit Profile* page changes.

## Change Your Email Address

You cannot change your email address in the Portal. Give your new email address to your DSO. Your DSO can enter it in SEVIS. The new email address will be sent to the Portal. The Portal will send you an email with a temporary password.



Contact your DSO, if you do not receive this email. Your DSO can log in to SEVIS to request that the email be sent to you again.

Sender: [do-not-reply.SEVP@ice.dhs.gov](mailto:do-not-reply.SEVP@ice.dhs.gov)

Subject line: Your e-mail address has been changed in SEVIS.

1. Go to the *SEVP Portal Login* page.



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**SEVP Portal | Student and Exchange Visitor Program Portal**

## Sign In

Attention: Only students who have OPT approved may use the SEVP Portal. You must create an account and set a password before using this log in page. Go to [Portal Help](#) for more information.

Email

Newemail@provider.com

Password

.....

**Login** [Reset Password](#)

This system supports the following browsers: IE11 and above, Mozilla 38 and above, Google Chrome Version 53.0.2785.116 m and above, Safari OS X and above

Department of Homeland Security Consent

2. Enter your new email address and the temporary password. Click **Login**.

## Manage Employment Information

To view or edit your employment information, click the **Employment** tab. The Portal opens the *Employment* page.

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**SEVP Portal | Student and Exchange Visitor Program Portal**

Atticus Finch | [Portal Help](#) | [Logout](#)

[Profile](#) [Employment](#) [History](#) [Account Management](#)

## Employment

711788 : ACTIVE POSTCOMPLETION 4/12/2017 - 4/11/2018 (1 Employer) +

1 2 3 4 5

**Save**

The default view of the page shows a list of all employment authorizations you can see in the Portal. Each authorization shows the following elements: (Numbered items in table correspond to the numbers in above graphic.)



Item	Authorization Element
1	SEVIS-assigned identifier for the authorization
2	Type of OPT authorization
3	Dates of employment
4	Number of employers associated with that OPT authorization
5	Clickable icon to expand the listing to display more data fields: <ul style="list-style-type: none"><li>• Each authorization is displayed in a collapsed view.</li><li>• Click the <b>plus (+) sign</b> to expand the view.</li></ul>

When an authorization is expanded, you can see:

- Read-only information about the authorization. This information comes from SEVIS and can only be changed in SEVIS.
- List of your employers.
- Action buttons that allow you to delete or save employer information.



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**SEVP Portal | Student and Exchange Visitor Program Portal**

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## Employment

732785 : ACTIVE POSTCOMPLETION 7/28/2017 - 7/27/2018 (2 Employers) -

**Employment Remarks:**

**Authorized Start Date:**  
7/28/2017

**Authorized End Date:**  
7/27/2018

**Full/Part-time:**  
FULLTIME

**Authorization Type:**  
POSTCOMPLETION

**Employers:**

SEVIS Employer #:	Employer Name	Date	Errors
728531	SEVP La...	8/4/2017 - 2/5/2018	+
Delete Employer SEVP Labs, Inc.			
751631	Applied...	1/2/2018 - 6/5/2018	+
Delete Employer Applied Research Lab			
Add Another New Employer			

Save

The employer list displays critical information.

Employers:				
SEVIS Employer #:	Employer Name	Date	Errors	
1	2	3	4	5
728531	SEVP La...	8/4/2017 - 2/5/2018		+

Item	Authorization Element
1	SEVIS-assigned identifier for the employer. This number has no meaning outside of SEVIS and the Portal. This number is also used on the <i>History</i> page.
2	Name of the employer.
3	Dates of employment with the employer.



Item	Authorization Element
4	Error warning symbol. The Portal displays a warning sign if required information is missing or does not business rules.
5	Clickable icon to expand the listing to display more data fields: <ul style="list-style-type: none"><li>Each authorization is displayed in a collapsed view.</li><li>Click the <b>plus (+) sign</b> to expand the view.</li></ul>

## Manage Employer Information While on Post-Completion OPT

Students authorized for post-completion OPT are able to add, edit, and delete employer information.

### Add Employer While on Post-Completion OPT

To add an employer:

1. Go to the *Employment* page. Expand the authorization.

SEVP Portal | Student and Exchange Visitor Program Portal

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### Employment

732785 : ACTIVE POSTCOMPLETION 7/28/2017 - 7/27/2018 (0 Employers)

**Employment Remarks:**

**Authorized Start Date:**  
7/28/2017

**Authorized End Date:**  
7/27/2018

**Full/Part-time:**  
FULLTIME

**Authorization Type:**  
POSTCOMPLETION

**Employers:**

SEVIS	Employer	Date	Errors
Employer #:	Name		


[Add Another New Employer](#)

2. Click **Add Employer**. The *Add Employer* section opens.



**Employers:**

SEVIS	Employer	Date	Errors
Employer #:	Name		



☐ Self Employed

**Employer Name: Required**  
Enter the legal name of the company that hired you.

**Employer Address: Required**  
**Address:**  
Enter the address where you work. Enter the street address in the top line. Use Address 2 line for the name of the building, if it is normally part of the address. See <https://studyinthestates.dhs.gov> for more details.  
  
**Address 2:** Optional  
  
**City:**  **State:**   
**Zip Code:**   
**Job Title:**  
Enter the title of your job for the company that hired you.  
  
**Full/Part-time: Required**  
  
**Employment Start Date: Required**  
Enter the start date for your job with the company that hired you. This date cannot be before your OPT start date.  
Month Day Year  
  
**Employment End Date:**  
If your job offer has an end date, enter this date. Leave this field blank if you do not know when your job will end.  
Month Day Year  
  
**Relation to Field of Study: Required**  
Explain how this job relates to the degree that qualified you for this OPT.

Delete Employer

Add Another New Employer

Save



3. Enter the following information:

- **Self Employed Checkbox:** Click this box if you work for yourself. The Portal will enter your name in the Employer name section.
- **Employer Name:**
  - o Enter the name of the company that hired you.
  - o This is a required field.
- **Employer Address:**
  - o Enter the address where you work:
    - **Address:** Enter the street address.  
Example: 123 Main Street
    - **Address 2:** Use this field to enter any other parts of the address.  
Example: Barcroft Apartments
    - **City:** Enter the city where you work.
    - **State:** Enter the name of the state where you work.
    - **Zip Code:** Enter the postal code where you work.
  - o This is a required field.



[Publication 28 from the U.S. Postal Service \(USPS\)](#) describes the address standards used by the USPS, including:

- List of state abbreviations (Appendix B)
- List of street abbreviations (Appendix C)
- Guidance on address standardization for state, county, and local roads (Appendix F)
- Standards for Puerto Rico and the U.S. Virgin Islands (Appendices I and J)



**Job Title:**

Enter the title of your job for the company that hired you.

**Supervisor First Name:**

Enter the first name of your boss at the company that hired you.

**Supervisor Last Name:**

Enter the last name of your boss at the company that hired you.

**Supervisor Phone Number:**

Enter the work telephone number for your boss. Format 1234567890

**Supervisor Phone Number Ext:****Supervisor Email Address:**

Enter the work email address for your boss.

**Full/Part-time: Required****Employment Start Date: Required**

Enter the start date for your job with the company that hired you. This date cannot be before your OPT start date.

Month Day Year

<input type="text"/>	<input type="text"/>	<input type="text"/>
----------------------	----------------------	----------------------

**Employment End Date:**

If your job offer has an end date, enter this date. Leave this field blank if you do not know when your job will end.

Month Day Year

<input type="text"/>	<input type="text"/>	<input type="text"/>
----------------------	----------------------	----------------------



- **Job Title:** Enter the title of your job at the company that hired you.
- **Full/Part-Time:**
  - o Select either **Full Time** or **Part Time** from the drop-down list to indicate whether your position with the company that hired you is full-time or part-time.
  - o This is a required field.
- **Employment Start Date:**
  - o Enter the start date for your job with the company that hired you. This cannot be before the start date on your OPT authorization.
  - o This is a required field.
- **Employment End Date:** Enter the date the job ends.

**Relation to Field of Study: Required**

Explain how this job relates to the degree that qualified you for this OPT.

**Delete Employer**

**Add Another New Employer**

**Save**

- **Relation to Field of Study:**
  - o Explain how the job relates to the degree that qualified you for this period of OPT.
  - o This is a required field.



The **Save** button activates only when you have entered data in *all* required fields.



**Relation to Field of Study: Required**  
Explain how this job relates to the degree that qualified you for this OPT.

I studied biochemistry and am working as part of a medical research team.

**Delete Employer**

**Add Another New Employer**

**Save**

4. Click **Save**, when all required fields are entered. The Portal will display a *Success* message.

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**Success**  
Successfully Saved Changes!

**Employment**

732785 : ACTIVE POSTCOMPLETION 7/28/2017 - 7/27/2018 (1 Employer) +

**Save**



After saving, the employer is:

- Added to the employer count.
- Listed in the Employer section of the page.



You can enter more than one employer.

5. Click **Add Employer** to repeat the process of adding an employer.

## Edit Employer while on Post-Completion OPT

You must edit the employer information, if any of the data in any existing fields change.



Never edit an employer's information if you are changing employers. If you leave one job to work for another employer, edit the end date of your existing employer. Add the new employer to your record.

To edit an employer:

1. Click **Employment** tab. The *Employment* page opens.

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Yuri Zhivago | Portal Help | Logout

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### Employment

711787 : ACTIVE POSTCOMPLETION 4/12/2017 - 4/11/2018 (1 Employer)	+
---	---

Save

2. Click the **plus (+) sign** next to the employment authorization you want to edit. The section expands to reveal:
  - Read-only information about the authorization.
  - List of employers.



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## Employment

732785 : ACTIVE POSTCOMPLETION 7/28/2017 - 7/27/2018 (1 Employer) -

**Employment Remarks:**

**Authorized Start Date:**  
7/28/2017

**Authorized End Date:**  
7/27/2018

**Full/Part-time:**  
FULLTIME

**Authorization Type:**  
POSTCOMPLETION

**Employers:**

SEVIS Employer #:	Employer Name	Date
Errors		
	SEVP Labs, Inc.	8/4/2017 - 2/5/2018 +

Delete Employer SEVP Labs, Inc.

Add Another New Employer

Save

3. Locate the employer you want to edit.
4. Click the **plus (+) sign** next to the employer name. The Portal expands the entry to show all available data fields.



**Employers:**

SEVIS Employer #:	Employer Name	Date	Errors
	SEVP La...	8/4/2017 - 2/5/2018	-

**Employer Name: Required**  
Enter the legal name of the company that hired you.

**Employer Address: Required**  
**Address:**  
Enter the address where you work. Enter the street address in the top line. Use Address 2 line for the name of the building, if it is normally part of the address. See <https://studyinthestates.dhs.gov> for more details.  
  
**Address 2:** Optional  
  
**City:**  **State:**    
**Zip Code:**    
**Job Title:**  
Enter the title of your job for the company that hired you.  
  
**Full/Part-time: Required**  
   
**Employment Start Date: Required**  
Enter the start date for your job with the company that hired you. This date cannot be before your OPT start date.  
Month Day Year  
    
**Employment End Date:**  
If your job offer has an end date, enter this date. Leave this field blank if you do not know when your job will end.  
Month Day Year  
    
**Relation to Field of Study: Required**  
Explain how this job relates to the degree that qualified you for this OPT.

5. Edit the data that needs to be changed.
6. Click **Save**.



## Delete Employer while on Post-Completion OPT

You can delete an employer, if you never worked for that employer. To delete an employer:

1. Click **Employment** tab. The *Employment* page opens.

The screenshot shows the SEVP Portal interface. At the top, there is a header with the U.S. Department of Homeland Security seal and the text "U.S. Immigration and Customs Enforcement". To the right, the page title "SEVP Portal Student User Guide" is displayed. Below the header, a navigation bar contains the text "SEVP Portal | Student and Exchange Visitor Program Portal". To the right of this bar are links for "Cinderella", "Portal Help", "Privacy Statement", and "Logout". Below the navigation bar, a tabbed interface shows "Profile", "Employment", "History", and "Account Management". The "Employment" tab is selected, and the page title "Employment" is displayed. Below the title, a box contains the text "732785 : ACTIVE POSTCOMPLETION 7/28/2017 - 7/27/2018 (1 Employer)" and a plus sign (+) icon. Below this box is a blue "Save" button.

2. Click the **plus (+) sign** next to the employment authorization listing. The Portal reveals the employers linked to the authorization.



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## Employment

732785 : ACTIVE POSTCOMPLETION 7/28/2017 - 7/27/2018 (1 Employer) -

**Employment Remarks:**

**Authorized Start Date:**  
7/28/2017

**Authorized End Date:**  
7/27/2018

**Full/Part-time:**  
FULLTIME

**Authorization Type:**  
POSTCOMPLETION

**Employers:**

SEVIS Employer #:	Employer Name	Date	Errors
	SEVP La...	8/4/2017 - 2/5/2018	+

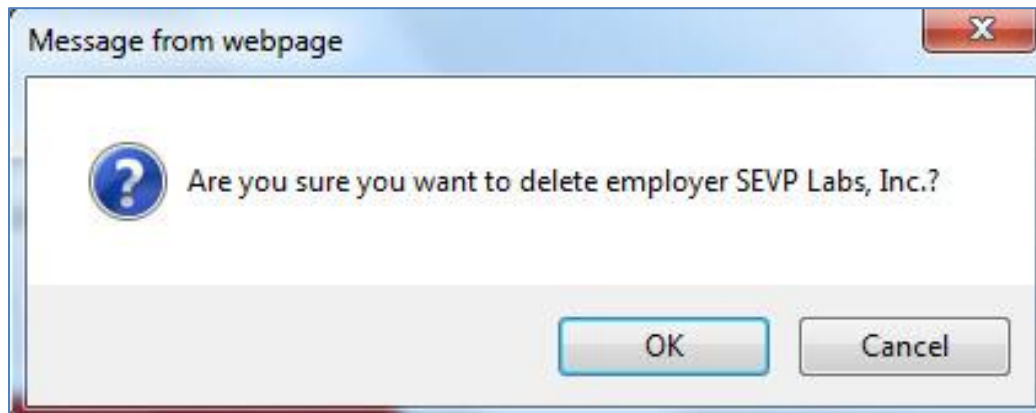
**Delete Employer SEVP Labs, Inc.**

**Add Another New Employer**

**Save**

3. Click the **Delete Employer** button for the employer you want to delete. A message opens asking you to confirm that you want to delete the employer.





4. Click **OK** to delete the employer.

The Portal deletes the employer right away. The employer is removed from the employer count and from the list.

## Manage Employer Information While on STEM OPT

If you are on STEM OPT, you are not able to change as much employer information as you could when you were on post-completion OPT.

### Add Employer While on STEM OPT

Students on STEM OPT cannot add any employers in the Portal. To add an employer to your record, you must submit a completed Form I-983 to your DSO. Your DSO must enter the employer information in SEVIS. SEVIS will push the data to the Portal.

### Edit Employer while on STEM OPT

If you are on STEM OPT, you can only edit some of your employer's information. If you notice that any of the read-only fields need to be edited, you must work with your DSO to change the data through SEVIS.

The employer information must be edited, if any of the data in any existing fields change.




Never edit an employer's information if you are changing employers. If you leave one job to work for another employer, edit the end date of your existing employer. Add the new employer to your record.

To edit an employer:

1. Click **Employment tab**. The *Employment* page opens.



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## Employment

741885 : ACTIVE STEM 7/25/2017 - 7/24/2019 (2 Employers)	+
685568 : INACTIVE POSTCOMPLETION 7/25/2016 - 7/24/2017 (1 Employer)	+

Save

- Click the **plus (+) sign** next to the employment authorization you want to edit. The section expands to reveal:
  - Read-only information about the authorization.
  - List of employers.



## Employment

741885 : ACTIVE STEM 7/25/2017 - 7/24/2019 (2 Employers) -

### Employment Remarks:

#### Authorized Start Date:

7/25/2017

#### Authorized End Date:

7/24/2019

#### Full/Part-time:

FULLTIME

#### Authorization Type:

STEM

#### Employers:

SEVIS Employer #:	Employer Name	Date	Errors
733431	SEVP A...	7/25/2017 - 1/31/2018	+
733631	SEVIS R...	8/22/2017 - 1/30/2018	+

685568 : INACTIVE POSTCOMPLETION 7/25/2016 - 7/24/2017 (1 Employer) +

Save

3. Locate the employer you want to edit.
4. Click the **plus (+) sign** next to the employer name. The Portal expands the entry to show all available data fields.



**Authorization Type:**  
STEM

**Employers:**

SEVIS Employer #:	Employer Name	Date	Errors
733431	SEVP Applied Labs	7/25/2017 - 1/31/2018	—

**Employer Identification Number (EIN):**  
Enter the federal tax identification number for the company that hired you.  
(Format: 123456789) The EIN is found on your pay stub.  
123456789

**Employer Name: Required**  
Enter the legal name of the company that hired you.

**Employer Address: Required**  
**Address:**  
Enter the address where you work. Enter the street address in the top line. Use Address 2 line for the name of the building, if it is normally part of the address. See <https://studyinthestates.dhs.gov> for more details.  
  
**Address 2:**   
**City:**  **State:**

**Zip Code:**

**Job Title:**  
Enter the title of your job for the company that hired you.

**Supervisor First Name: Required**  
Enter the first name of your boss at the company that hired you.

**Supervisor Last Name: Required**  
Enter the last name of your boss at the company that hired you.

**Supervisor Phone Number: Required**  
Enter the work telephone number for your boss. Format 1234567890

**Supervisor Phone Number Ext:**

**Supervisor Email Address: Required**  
Enter the work email address for your boss.

**Full/Part-time: Required**  
☒ FULL TIME

**Employment Start Date: Required**  
Enter the start date for your job with the company that hired you. This date cannot be before your OPT start date.  
7/25/2017

**Employment End Date:**  
If your job offer has an end date, enter this date. Leave this field blank if you do not know when your job will end. IMPORTANT: The final evaluation section of Form I-983 is due to your DSO within ten days after the employer end date.  
Month Day Year

**Relation to Field of Study: Required**  
Explain how this job relates to the degree that qualified you for this OPT.

733631	SEVIS Research Pa...	8/22/2017 - 1/30/2018	+
--------	----------------------	-----------------------	---

685568 : INACTIVE POSTCOMPLETION 7/25/2016 - 7/24/2017 (1 Employer) +

**Save**

5. Edit the data that needs to be changed:

- **Employer Identification Number (EIN):** is a read-only field in the portal. If this is incorrect, contact your DSO.



- **Employer Name:** Enter the name of the company that hired you.
- **Employer Address:**
  - o **Address:** Enter the street address where you work.  
Example: 123 Main Street.
  - o **Address 2:** Use this field to enter any other parts of the address.  
Example: Barcroft Apartments
  - o **City:** Enter the city where you work.
  - o **State:** Enter the name of the state where you work.
  - o **Zip Code:** Enter the postal code where you work.



[Publication 28 from the U.S. Postal Service \(USPS\)](#) describes the address standards used by the USPS, including:

- List of state abbreviations (Appendix B)
- List of street abbreviations (Appendix C)
- Guidance on address standardization for state, county and local roads (Appendix F)
- Standards for Puerto Rico and the U.S. Virgin Islands (Appendices I and J)

- **Job Title:** Enter the title of your job at the company that hired you.
- **Supervisor First Name:** Enter the first name of your boss at the company that hired you.
- **Supervisor Last Name:** Enter the last name of your boss at the company that hired you.
- **Supervisor Phone Number:** Enter the work telephone number for your boss.
- **Supervisor Phone Number Ext:** Enter the extension number for your boss' work telephone number.
- **Supervisor Email Address:** Enter the email address for your boss.
- **Full/Part-Time:** Select either **Full Time** or **Part Time** from the drop-down list to indicate whether your position with the company that hired you is full-time or part-time.
- **Employment Start Date:** This field is read-only if you are on STEM OPT.
- **Employment End Date:** Enter the date the job ends.



Remember to complete the final evaluation on the Form I-983, if you shorten the employer end date. You must give your DSO the final evaluation within ten days of your last day of employment. The [STEM OPT Hub](#) has more information on your reporting requirements.

- **Relation to Field of Study:** Explain how the job relates to the degree that qualified you for this period of OPT.

6. Click **Save**.

## Delete Employer While on STEM OPT

You cannot delete an employer if you are on STEM OPT. If you did not work for an employer listed in the Portal, contact your DSO. Your DSO can remove the employer through SEVIS. Employers should be deleted **ONLY** if you never worked for the employer.

## View History

You can view a history of changes that have happened in your Portal record. To view the history:

1. Click **History**. The *History* page opens.

SEVP Portal   Student and Exchange Visitor Program Portal			
		[Username]   Portal Help   Logout	
Profile	Employment	History	Account Management
History			
Date	Source	Description	
07/24/2017 00:04:03	SEVIS	Employer (709529) - SEVP Labs, Inc.(edit)	+
07/23/2017 23:51:14	You	Employer (709529) - SEVP Labs, Inc.(edit)	+

2. Click the **plus (+) sign** to the right of the event you want to view. The event expands.




06/06/2017 01:10:56	SEVIS	Employer (709529) - SEVP Labs, Inc.(edit)	—
<b>Edits</b>			
Change Type	Old	New	
Sevis Employer ID (709529)		709529	
Supervisor Phone Number Ext (709529)			
Employment End Date (709529)		04/11/2018	

- The event indicates which field(s) has changed, and the old and new values for the field(s).

## Account Management (Change Password)

Fifteen days before your password expires, the Portal will notify you that your password will expire. The Portal displays the notice on the *Attestation* page.

**SEVP Portal | Student and Exchange Visitor Program Portal**

### Attestation

When using the SEVP Portal, providing materially false, fictitious, or fraudulent information may subject you to criminal prosecution under 18 U.S.C.1001. Providing willful misstatements may constitute perjury under 18 U.S.C. 1621. Other possible criminal and civil violations may also apply.

**CONTINUE****CANCEL**


**Your OPT Portal password will expire in 10 day(s).**

You can change your password at any time. To change your password:



1. Click **Account Management**. The *Account Management* page opens.

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Luc Montova | Portal Help | Privacy Statement | Logout

Profile Employment History **Account Management**

## Account Management

### Password Requirements

- Passwords must be a minimum of 12 characters in length.
- Passwords must be updated every 90 days.
- Users may not re-use the previous eight passwords.
- Passwords must contain at least one alpha, one numeric and one ([`~!@#\$%^&\*()-\_+=,.;?'/{}<>|]) character.
- Passwords may not be the same as, or contain, the SEVIS ID.
- Passwords are case sensitive.

SEVIS ID

Old Password

New Password

Confirm Password

**Update Password**

2. Enter your:
  - SEVIS ID
  - Old Password
  - New Password
  - Confirm Password



The new password must meet the criteria listed on the *Manage Account* page.

3. Click **Update Password**.





## Portal Access after OPT Ends

You can still access your Portal account after your period of active OPT ends. You will not be able to edit information.

The Portal will email you when your OPT authorization is shortened due to:

- The transfer of your SEVIS record to another school
- A change of educational level at your current school
- The termination of your SEVIS record

## Portal Access after the SEVIS Record Ends

Students can continue to access their Portal account after their SEVIS record is no longer active; but they will only be able to view data in the Portal. The students cannot make any changes. All fields in the Portal will be read-only.

When the student's record in SEVIS is not active, the DSO cannot submit a request to reset the password or unlock the student's account in the Portal.

## Icon Guide

See the [SEVIS Help Icons](#) on the SEVIS Help Hub for a quick-reference of the icons used in this user guide.

## Document Revision History

Date	Revision Summary
September 22, 2017	Initial Release
March 19, 2017	Updated to reflect changes to password requirements, STEM OPT restrictions and relabeled Add Another New Employer button for national roll out of the portal